



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 200-10	Subject: DETENTION TRACKING
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Applicable ACA Standards:	Revision Date:
Signature: /s/ Karen Duncan	Effective Date: 01-11-11
Signature: /s/ Mike Ferriter for YSD Administrator	

I. BUREAU DIRECTIVE:

The Regional Program Administrator (RPA) is responsible for proper recording of detention data in both the CAPS automated system and the Access detention database. Youth Community Corrections (YCC) bureau employees will follow established procedures to detain a youth who has violated his/her parole agreement or has committed a new offense. These procedures outline the process and the RPAs' responsibilities when a youth is detained in a juvenile detention facility. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

CAPS – Child and Adult Protective Services, the online statewide management system maintained by Department of Public Health and Human Services. CAPS will be referenced as the vehicle through which payments will be made for out-of-home placements and/or for services provided to the youth.

Detention Placement Detail (JDET) – CAPS screen used to enter detention placements.

Fiscal Detention Database - The Access database uniquely designed for tracking youth detentions by licensed facilities.

Juvenile Detention Facility Placement – the holding or temporary placement of a youth in the youth's home under house arrest or in a facility other than the youth's own home for ensuring the continued custody of the youth at any time after the youth has been taken into custody. The detention facility will be licensed and authorized to detain youth for a specific period. Short-term facilities may detain a youth up to ten days, excluding weekends and holidays. A long-term facility may detain a youth up to and in excess of ten days.

Service Detail: Non-Payable (SERN) – CAPS screen to input non-payable services provided to a specific client.

III. PROCEDURE:

- A. Upon receipt of a detention invoice, the RPA should check automated systems to see if an entry has been made, then should check with the youth's juvenile parole officer (JPO) to make sure youth community corrections is the proper payor. In some cases, the payor will be youth court, Riverside Youth Correctional Facility (RYCF), or Pine Hills Youth Correctional Facility (PHYCF).

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NOTE: In CAPS a license type of DET (detention) is used for detention providers.

- B.** The JDET screen allows both probation officers and JPOs to enter detention placements. It is the responsibility of the probation officer or JPO to maintain an accurate history of the youth's placements on CAPS, thereby eliminating any unnecessary removal dates caused by breaks in service. If the detention placement is not recorded in CAPS, the RPA may assist the officer in entering it.
- C.** The detention facilities (CAPS provider ID) currently licensed through the Department of Corrections are:
 - 1. Missoula County Juvenile Detention Facility, Missoula (13200-001)
 - 2. Flathead County Juvenile Detention Facility, Kalispell (14237-001)
 - 3. Cascade County Juvenile Detention Center, Great Falls (16977-001)
 - 4. Troy Juvenile Detention Facility, Lincoln County (39911-001)
 - 5. Ravalli County Juvenile Detention Facility, Hamilton (16976-001)
 - 6. Ted Lechner Youth Services Center, Billings (16979-001)
 - 7. RYO Juvenile Facility, Galen (30278-001)
 - 8. Richland County Juvenile Detention Facility (41769-001)
- D.** The entry on the SERN screen should be made using the service code of PXDTN.
- E.** If the youth is from another part of the state, the RPA must contact the JPO responsible for this placement to have the proper certification faxed to the RPA's office. The following forms must accompany the invoice when it is submitted to the RPA for database entry and for payment:
 - 1. the [Certificate to Detain \[YCC 100-3\(A\)\]](#) form issued when the youth was detained in a licensed detention facility; and
 - 2. the [Authorization to Release Youth \[YCC 100-3\(C\)\]](#) for verification of the length of stay.
- F.** If the authorization certifies the proper dates, the forms are stapled to the invoice.

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G. Entering the invoice into the Access database is done by the approving RPA.

1. Open the Access detention database and choose forms. This will open a form for a youth where you can search by CAPS number for the youth on the invoice. If there has been a prior detention, his/her form will populate.
2. Then the RPA will choose the facility from the dropdown menu, enter the begin date, end date, daily detention rate, number of days, and cost (total).
3. Choose “Authorized”, “Not yet Received”, or “Pending Review” along with the date of authorization.
4. If the CAPS number does not appear for any prior detention, click “NEW” on the Microsoft ribbon. This will produce a blank form in which to enter the youth’s information.

H. When all is recorded properly, sign “OK to Pay” on the invoice, attach the documents referenced above, and forward to the financial and program services supervisor for approval.

I. A list of licensed Montana juvenile detention facilities, maximum beds available and phone numbers is maintained on form YCC 100-3(D), Juvenile Detention Facilities List.

IV. CLOSING:

Questions concerning this procedure should be directed to the financial and program services supervisor.

V. REFERENCE:

[YCC 100-3 Detention Procedures](#)

VI. ATTACHMENTS:

None